

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Intelligence School

DATE: 28 October 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 42, 21 - 27 October 1958

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1. CT's Inability to Honor Tutorial Training Request. The training Officer from [] requested tutorial training in typewriting for a professional staff member from that Office. Clerical Training, because of present staff limitations and regular training commitments, had to recommend external training for this employee.

2. Availability of TV Training in Typing. Because it is not possible for the Clerical Training staff to conduct a Non-Clerical Basic Typewriting Class (better known as the Early-Bird Typing class) this fall, the suggestion is being made that Agency professionals avail themselves of the televised training in typewriting scheduled to be offered on Channel 9 on Tuesday and Thursday mornings from 6:30 to 7:00 beginning on 4 November and lasting 18 weeks. Training Officers are being informed of this WTOP-TV offering. Because there is a fee of \$12.50 charged for textbook and training supplies, it may be that professional personnel will request the Agency to pay this amount as external training. Mrs. [] has asked the Registrar's Office to make a determination in this regard.

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3. Trends in Clerical Refresher Training. Emergency situations requiring immediate training and difficulties arising from the time spent in transportation to classes at 1016 16th Street have resulted in a rash of special-assistance cases in typewriting and shorthand. For those employees who cannot attend classes at the scheduled hour, this necessitates individual aid in the form of tutorial training, problem analysis, guidance in the selection of proper shorthand tapes, choice of pertinent textbooks, and unofficial testing. Since May 1958 (6 months) when the staff of Clerical Refresher Training began to keep records of these special cases, 23 employees came for help in shorthand; 26, in typing. The time spent on these students ranged from a minimum of one hour to a maximum of 6 weeks, one hour a day.

4. Numbers in Clerical Induction Training. During the week of 21 October 1958, there were 87 people in Clerical Induction Training. Of these 14 were entering for the first time.

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5. Numbers in Clerical Orientation Training. There were 25 people in Clerical Orientation for the week of 21 October 1958.

6. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 21 October 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	7	2
Typewriting	12	1

PERSONNEL:

Instructor on S/L. Mrs. [] has been released from hospital. She has left to be with her parents in Columbus, Ohio, during her convalescence.

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Duration unknown. Her mother

will urge her to move back to Ohio; I think she'll stay w/ us.

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